

RECRUITMENT, RELOCATION, AND RETENTION SERVICE AGREEMENT

For use of this form, see 5 CFR Parts 530 and 575

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 U.S.C. 301, 10 U.S.C. 3013, AR 690-200, and E.O. 9397 (SSN).

PURPOSE: To document employee's service agreement with the government concerning Recruitment, Relocation, or Retention Incentives.
ROUTINE USE: Used by the supervisor and CPAC to process Recruitment, Relocation, or Retention Incentives as a condition of employee's employment.

DISCLOSURE: Voluntary; however, failure to provide information may result in employee not receiving Recruitment, Relocation, or Retention Incentive.

1. NAME (Print or type): First Middle Last			2. SSN:	3. LOCATION:	
4. TITLE, SERIES, GRADE:		5. ANNUAL RATE OF PAY:		6. TYPE OF INCENTIVE (Recruitment, Relocation, Retention): PERCENTAGE: %	
7. PERIOD OF SERVICE:	8. SERVICE BEGIN DATE:	9. SERVICE END DATE:		10. TOTAL AMOUNT AUTHORIZED:	
11. METHOD OF PAYMENT:					
Lump Sum (Beginning)		Installments (Specify)		Final Lump Sum (Completion)	
				Other (Specify)	

In consideration of the Incentive benefits for which I qualify implemented by the regulations of the US Office of Personnel Management (5 CFR Parts 530 and 575), the policies of the Department of the Army and Fort Knox , I hereby agree:

1. To serve in _____ for _____
(Organization) (Term)

2. The service agreement is effective _____ through _____
(Month/Day/Year) (Month/Day/Year)

3. I understand that:

a. As a condition of accepting payment, I will remain in the above position from the effective date at least through the expiration date of this agreement, unless the agreement is terminated sooner as indicated below.

b. If my employment in the position shown above is terminated during the period of the agreement at the convenience of the government, I will be entitled to retain all incentive payments already received.

c. If my employment in the position shown above is terminated during the period of the agreement at my request, or as a result of a misrepresentation, misconduct, demotion, separation for cause, or a rating of record less than "Fully Successful," I will be required to refund the unearned portion of the incentive in accordance with the applicable DoD debt collection process.

d. The incentive is not considered basic pay for computing overtime, retirement, insurance entitlement, or other benefits based on basic pay.

e. This agreement does not in any way commit the government to continue my employment until the expiration date.

EMPLOYEE SIGNATURE:	DATE:
NOMINATING OFFICIAL (TYPED NAME AND TITLE) AND SIGNATURE:	DATE:
APPROVING OFFICIAL (TYPED NAME AND TITLE) AND SIGNATURE:	DATE:
HUMAN RESOURCE REPRESENTATIVE (TYPED NAME AND TITLE) AND SIGNATURE:	DATE: